



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 5218.1B
Code 53000

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NASPNCLA INSTRUCTION 5218.1B

Subj: NAVY OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP)

Ref: (a) DOD 4525.8-M
(b) OPNAVINST 5218.7B
(c) OPNAVINST 5112.5A
(d) OPNAVINST 5112.6C
(e) U.S. Postal Service Domestic Mail Manual
(f) OPNAVINST 5510.1H
(g) CNET PENSACOLA FL 241814Z Sep 98

Encl: (1) Navy Official Mail Cost Control Program (OMCCP) Procedures

1. Purpose. To issue policy and procedures on the Navy Official Mail Cost Control Program (OMCCP) and the handling of official material within Commanding Officer, NAS Pensacola, area of regional responsibility, and to supplement information contained in references (a) through (f).
2. Cancellation. NASPNCLAINST 5218.1A
3. Background. Per reference (g), Commanding Officer, NAS Pensacola, has been assigned area responsibility for the Navy OMCCP, and tasked with bringing total postal expenses under control and improving the current system.
4. Action. All personnel who originate, handle, and process official mail must have knowledge of and comply with the policy and procedures contained in enclosure (1). Official mail not in compliance with this directive will be returned to originator.

RANDAL L. BAHR

Distribution:
A C D
(NASPNCLAINST 5216.1T)

Stocked:
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Pensacola, FL 32508-5217

DEC 1 6 1999

NAVY OFFICIAL MAIL COST CONTROL PROGRAM (OMCCP) PROCEDURES

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CHAPTER I

GENERAL

1. This instruction is issued in compliance with references (a) through (f) to establish policies and procedures, and provide guidance for the processing, receipt, and dispatch of official administrative material and mail. In addition, this instruction establishes the Navy Official Mail Cost Control Program (NOMCCCP) which emphasizes those positive mail management techniques which will reduce Navy postal costs and provide additional information.
2. This instruction applies to all naval shore activities, deployable units, and other DOD activities serviced by the Consolidated Mail Facility, NAS Pensacola.
3. Commanding Officer, NAS Pensacola, will administer the Official Mail Cost Control Program (OMCCP) through the Postal Operations Manager.
 - a. The Postal Operations Manager will:
 - (1) be the primary point of contact between activities serviced and the United States Postal Service.
 - (2) implement and monitor mail-handling procedures in compliance with U.S. Postal Service (USPS) policy, Department of Defense (DOD) regulations, and Department of the Navy (DON) instructions.
 - (3) provide technical guidance, assistance, and direction to all activities serviced in resolving day-to-day operational and procedural problems.
 - (4) have full and final technical management authority over postal operations, support, and services provided to naval activities and other DOD activities serviced by NAS Pensacola.
 - b. Individual commands may issue supplemental official material/mail handling instructions to the extent such instructions do not abridge the policy and procedures contained herein. Forward copies of any supplemental instructions to Commanding Officer, NAS Pensacola (Code 11120), for review.
4. All items belonging to, or exclusively pertaining to the business of the U.S. Government, are classified as official material. The internal handling, processing, and transportation of official material does not come under the purview of rules, regulations, and laws instituted by the USPS.
 - a. When official material is postmarked or turned over to a representative of the USPS, the material becomes subject to all rules and regulations issued by the USPS.
 - b. When the USPS delivers official material to a designated representative of the addressee, the USPS relinquishes all authority and control over the material.
 - c. All USPS inspections, search procedures, and postal laws apply to official material only while it is mail. Official material may be searched by Official Mail Managers (OMM's) and Assistant Official Mail Managers (AOMM's):

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(1) Before it is postmarked by a postage meter or placed under control of USPS or its representative, whichever occurs first.

(2) After control passes from USPS, or its representative, to representatives of the addressee.

d. The internal handling of official material will be governed by policy and instructions issued by Commanding Officer, NAS Pensacola, as area coordinator for the Navy Official Mail Cost Control Program.

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CHAPTER II

OFFICIAL MAIL MANAGERS

1. Commanding Officer, NAS Pensacola, through the Regional Command Postal Operations Manager, shall coordinate mail support for all activities serviced in accordance with the Navy Official Mail Cost Control Program.
2. Appointment of Official Mail Manager's (OMM's) is a direct requirement of DOD 4525.8-M, OPNAVINST 5218.7B, and OPNAVINST 5112.6B.
3. Every command, activity, or detachment who originates or receives official mail at an independent address will designate, in writing, a commissioned or warrant officer, noncommissioned officer (E-7 or higher), or DOD civilian employee (GS-7 or higher) to act as the OMM. This requirement is waived only when the activity concerned has no personnel in the grades specified. Commands may also appoint no more than two Assistant Official Mail Managers (AOMM's) to act in the absence of the OMM. The AOMM's must also be designated in writing and must be E-6/GS-6 or higher. **APPOINTMENT OF COMMAND MAIL ORDERLIES OR CLERKS AS OMM'S IS NOT AUTHORIZED.** The OMM/AOMM will be responsible for the following:
 - a. Point of contact for the Postal Operations Manager.
 - b. Ensuring their command is in compliance with all existing regulations concerning official material/mail.
 - c. Ensuring mail orderlies/clerks are properly designated and trained.
 - d. Review and determine need for Business Reply Mail prior to forwarding to the Postal Operations Manager for final approval/disapproval. See Chapter XVII for coordination procedures.
 - e. Review RSVP prepaid mail requests for such events as change of command and retirements prior to forwarding to the Postal Operations Manager for final approval/disapproval. See Chapter XVII for coordination procedures.
 - f. Review requests for permit mailings and coordinate with Postal Operations Manager.
 - g. Authorization of all requested overnight/next day delivery services.
 - h. Accountability for any postage stamps and pre-stamped envelopes or cards in possession of the command.
 - i. Security and safeguarding of all official material/mail and personal mail received by the command.
4. Appointment letters for OMM's and AOMM's will contain the full name; grade, rank, rate, or civilian position; office phone number; and OMM/AOMM sample signature.
5. A copy of the appointment letter, containing a sample signature, will be forwarded to Commanding Officer, NAS Pensacola (Code 53000). See Figure II-1 for sample designation letter.

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SAMPLE DESIGNATION LETTER FOR OMM/AOMM

From: Commander, Naval Training Command, Pensacola
To: Jane E. Doe, Naval Training Command, Pensacola

Subj: APPOINTMENT AS OFFICIAL MAIL MANAGER (OMM)

Ref: (a) OPNAVINST 5218.7B
(b) DoD 4525.8-M
(c) NASPNCLAINST 5218.1B

1. Per references (a), (b), and (c) you are hereby designated as the Naval Training Command Official Mail Manager (OMM). You will familiarize yourself with instructions, policies, and procedures of references (a), (b), and (c) and other applicable directives in the performance of your duties as OMM. This designation will remain in effect until your transfer, unless rescinded in writing.

Official Address:

Jane E. Doe, GS-09
Naval Training Center
100 Training Center Ave
Pensacola, FL 32508-0000

Telephone: (850)452-0000

Signature sample:

I. M. TRAINING
By direction

Copy to:
NAS Pensacola (Code 11120)

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CHAPTER III

OFFICIAL ORDERLIES/CLERKS

1. All personnel handling official material and/or personal mail will be designated as an Official Material Clerk/Orderly. These personnel shall meet the following qualifications:

a. Be a U.S. citizen and eligible for a SECRET clearance (an Entrance National Agency Check (ENTAC) or National Agency Check (NAC) is on file) if required to handle registered mail.

b. Have no record of the following:

(1) Conviction by courts-martial.

(2) Punishment under Article 15 (Title 10, U.S.C.), Chapter 47, "The Uniform Code of Military Justice," involving a postal-related incident in the last 12 months.

(3) Civil convictions other than minor traffic violations.

c. Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.

d. Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personal and medical records.

e. Have not been relieved of postal duties for cause.

2. Commands shall designate Official Material Clerks/Unit Mail Orderlies utilizing DD Form 285. Persons performing material clerk/mail orderly duties will be instructed by the Unit Postal Officer/Official Mail Manager concerning responsibilities for the proper handling of mail entrusted to their custody.

a. Three DD-285's will be completed for each person. After designation of selected personnel, all copies of DD-285 will be brought to the Consolidated Mail Facility (CMF), Building 40, for validation in Block 10 of the form. A DD-285 will be provided to each Mail Orderly, Unit files, and the CMF, Building 40.

b. Designated personnel will carry their DD Form 285 when performing their duties and present it when receipting for mail. The serving postal activity or CMF may refuse to give mail/official material to the holder of a DD Form 285 for cause at any time.

3. When designated personnel are transferred or relieved for any reason, the DD-285 will be retrieved from the individual and forwarded to the CMF, Building 40, for destruction. The designating authority will annotate revocation date on file copy and retain for 2 years. The CMF copy will be annotated with the revocation date and retained for 2 years.

4. Official material, while in the possession of designated clerks/orderlies, will not be left unattended or in the possession of another person. When

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being transported by vehicle, the vehicle must be capable of being locked at all times. Clerks/Orderlies will make no personal stops when transporting official material.

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CHAPTER IV

AUTHORIZED USE OF APPROPRIATED FUND POSTAGE

1. Appropriated fund postage may be used:

a. by the Army and Air National Guard only for mailings pertaining to Federal Government matters.

b. by an activity or activity commander sending invitations to official social functions held in behalf of a DOD component or sponsored in the name of a DOD component. The official status of the function shall be clearly stated or readily apparent in the invitation. For example, an installation commander is authorized to use appropriated fund postage to invite community officials to an installation open house.

c. for Nonappropriated Fund Instrumentalities (NAFI's), including the exchange services, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance.

d. for mailing change-of-address cards only for change of address resulting from carrying out written military orders. A copy of the orders must be presented with the cards.

e. for mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

f. by retired members of a DOD component, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

g. by contractors and vendors as follows:

(1) Vendors must prepay postage and fees.

(2) Contracts or purchase orders requiring DOD Components to pay the postage and fees shall require the use of mail classes and special services that will be at the lowest possible cost consistent with Required Delivery Date (RDD), security, accountability, and shipper requirements.

(3) Envelopes and labels used by a contractor shall bear the preprinted return address of the furnishing DOD activity and not that of a private person, concern, organization, or contractor.

(4) When authorized, the appropriate type of special service shall be pre-printed on the envelope or label in the manner required by the shipper. Contractors shall not add their own markings for these services.

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(5) A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the DOD component. Application shall be submitted per the Domestic Mail Manual (DMM) for prepaid postage.

(6) Postage meters may be used when approved by the DOD component. The meters shall be licensed to and under the control of the DOD component concerned.

(7) When the use of a permit or postage meter is not practical, contractors shall prepay the postage and fees and be reimbursed by including such costs as a separate item on the invoice.

h. for DOD Component authorized periodicals as follows:

(1) Distribution mandated by DOD Component regulations or directives.

(2) Individual copies to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

(3) Copies in bulk to subordinate units for distribution to the unit members. Other, less expensive transportation methods shall be used if they can provide the same or faster delivery time than mail.

(4) A copy to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request shall be kept on file in the editor's office as long as the periodical continues to be mailed in response to that request. The mailing list shall be limited to the minimum consistent with the needs and best interests of the command, and shall not include members of the audience the publication is designed to reach.

(5) Copies to other government agencies and libraries, hospitals, or schools to promote the overall command public affairs program.

(6) Copies of the state Army and Air National Guard and U.S. Army Reserve Command command-level periodicals containing no advertising to the home address of the individual members. These copies shall be mailed as standard mail B bulk rate or appropriate periodical rate. The mailing of lower command-level periodicals is not authorized.

(7) Commercial enterprise newspaper may be mailed only in accordance with subparagraphs (1) and (2) above.

i. by commanders to discharge their Morale, Welfare, and Recreation (MWR) mission, but not to produce revenue. Social items such as ethnic recipes, birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and shall not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated package containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet shall neither contain information on revenue-producing items or events that violate other parts of this manual.

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j. by prisoners in a nonpay status for personal mail per DOD Component directives.

k. for change of command and retirement ceremonies officially sponsored by the command, and associated RSVP cards to be mailed back to sponsoring commands.

l. for Navy ombudsman mailings, as long as such mailings consist of only information related to business affecting the crew and families. May not include reference to such items as recipes, bowling scores, birthdays, social events, parties, etc., or any information concerning the sale or request for reimbursement. All ombudsman newsletters must be prepared in accordance with all applicable mailing regulations and must contain the return address of the command. **Internal distribution will be utilized to the maximum extent possible.** Mailing of ombudsman newsletters to family members residing out of the local area is authorized.

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CHAPTER V

UNAUTHORIZED USE OF APPROPRIATED FUND POSTAGE

1. The use of appropriated fund postage for DOD is not authorized on or for:
 - a. matter which does not exclusively relate to the business of the DOD.
 - b. nonmailable items, such as items that are undersized, oversized, overweight, or explosive. Obtain additional information about items that are not mailable from the local post office.
 - c. postcards, unless the cards are DOD or DOD component approved forms.
 - d. official material, such as daily, weekly, and housing bulletins containing unofficial information.
 - e. information sent by DOD components concerning non-mandatory events. Use the correspondence distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.
 - f. invitations to social functions to satisfy personal social obligations, even if they are the result of an official position.
 - g. personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or personnel in their areas of technical responsibility. For example, sending congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.
 - h. personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates. Official announcement of retirement and change of command ceremonies may be mailed using appropriated fund postage. The location and time of a related reception immediately following the retirement or change of command ceremony may be noted if it does not result in any increase in the cost to the Government, and the notation does not include advertisement for or endorsement of any enterprise.
 - i. correspondence from international commands such as North Atlantic Treaty Organization official correspondence. This mail normally must be prepaid in the country in which it is posted.
 - j. correspondence of foreign military personnel. Foreign military personnel who are required by regulation of their own government to file reports or otherwise correspond with their embassy or government shall do so at their expense. However, appropriate fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.
 - k. mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DOD mail. **Example: Preposted RSVP cards and domestic Business Reply Mail cannot be posted in foreign post offices.**

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1. anything mailed by concessionaires or their employees. This does not preclude use authorized by subsection 1f of Chapter IV.

m. fund drives not officially endorsed by DOD or the DOD component concerned. Business Reply Mail (BRM) and Merchandise Return Service (MRS) shall not be used on officially endorsed drives.

n. unofficial biographies and unit histories.

o. dependent school yearbooks and other unofficial items such as announcement cards, thank you cards, memory albums, and biographies.

p. announcements and attendance responses related to DOD component branch anniversary parties and similar events.

q. mailings by or for private associations, such as unit associations, Wives Clubs, Boy Scouts, etc.

r. mailing matter donated by individuals for donation to other individuals or charitable organizations.

s. all similar matters that do not relate exclusively to the business of the U.S. Government.

t. command newsletters, plans of the day, week, or month are not authorized to be mailed to individual members of the command. Reserve units may mail monthly schedules notifying reserve members of meetings, drill dates, etc. These mailings may not contain any information not directly related to the reserve units status and upcoming drill requirements.

2. The penalty for unauthorized/personal use of appropriated funds postage is:

a. Title 18. U.S. Code, Chapter 31, Section 641: Individuals converting appropriated funds to their personal use, or the use of another person:

(1) fines up to \$10,000 and/or 10 years confinement

(2) \$100 value or less fines up to \$1,000 and/or 1 year confinement

b. Applicable to both penalty and prepaid postage.

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CHAPTER VI

OFFICIAL MATERIAL/MAIL PREPARATION

1. The originator is responsible for correctly preparing official material/mail for dispatch to the addressee. Incorrect and incomplete addresses are the greatest cause of delay or nondelivery of mail. **Improperly prepared material/mail will be returned if the originator can be determined; otherwise, material/mail will be held 30 days and disposed of as appropriate.**

2. Prepare official material/mail to be distributed through an approved Inter-area Distribution System as follows:

a. U.S. GOVERNMENT MESSENGER ENVELOPES. All official material/mail, with the exception of classified material, destined for other commands in the local area, which can be delivered via an approved official inter-area distribution system, may be placed in these envelopes. **Accurate addressing will ensure prompt delivery of these envelopes.** At a minimum, adhere to the following practices:

(1) Always cross out or cover the last address appearing on the envelope.

(2) Always include the full mailing address or **APPROVED, RECOGNIZABLE** command short title of the command the envelope is to be delivered to, along with other identifiable address information.

(3) If available, use pre-gummed mailing labels with full command address.

(4) Consolidated Mail Facility personnel will not be required to sign receipts for delivery of inter-area material.

(5) Return empty/excess government messenger envelopes to Building 40 for reissue.

b. REGULAR ENVELOPES. Any standard issue envelope may be used to dispatch official material/mail through an approved official inter-area distribution system. Address the material as follows:

(1) Place the full mailing address or **APPROVED, RECOGNIZABLE** command short title in the center of the envelope, along with any other identifiable address information.

(2) Use pre-gummed mailing labels if possible.

(3) Ensure a **RETURN ADDRESS** is placed on sealed envelopes so undeliverable material may be returned without opening.

c. OTHER. Authorized official flyers, pamphlets, newsletters, etc., may be distributed through the inter-area distribution system without being inserted into an envelope, provided:

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(1) a pre-gummed mailing label, containing the full command title or approved short title is affixed in a permanent place for easy identification.

(2) multiple copies going to the same command are grouped together by rubber banding or tying with string. Include a note on front copy stating all for same command/activity/unit/department, etc.

3. Prepare official material/mail which requires postage prior to dispatch through the U.S. Postal system as follows:

a. ENDORSEMENT. The originator is responsible for indicating the class of mail being dispatched. All standard size envelopes, 4 1/4" X 9 1/2" (#10), are considered to be First Class Mail and do not have to be stamped as such. All other mail must be stamped with the class of mail.

(1) FIRST CLASS. All envelopes larger than 4 1/4" X 9 1/2" (#10) weighing up to and including 13 ounces that require first class postage.

(2) PRIORITY. All mailers weighing over 13 ounces, and requiring PRIORITY postage, must be marked with one of the three USPS approved priority stickers or tape. See Chapter VII for additional PRIORITY mail requirements.

(3) STANDARD MAIL B. Generally used for shipping parcels, books, training materials, etc., weighing up to 70 pounds where a required delivery date is not essential.

b. SEALING. The use of tape or sealing material is restricted to certain conditions.

(1) SCOTCH TAPE. May be used to reinforce the closure of small envelopes but will not be used to seal large packages; NOT ALLOWED for use on registered mail.

(2) MASKING TAPE. Not allowed for use on official mail.

(3) KRAFT PAPER TAPE. REGULAR and REINFORCED may be used to seal large envelopes, packages, and boxes; MUST be used on registered mail to seal all seams.

(4) PRESSURE SENSITIVE TAPE. May be used to seal large envelopes, packages, and boxes; WILL NOT be used to seal standard size envelopes.

4. Specific guidelines on preparation and packaging are contained in reference (e) and may be obtained by contacting the CMP, Building 40.

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CHAPTER VII

PRIORITY MAIL

1. Priority is not a class of mail. It is a division, by weight and payment, of first class mail. All first class mail weighing 13 ounces or less is charged at the first class postage rate. All first class mail exceeding 13 ounces is charged at the priority rate. The priority rate is determined by weight and distance.
2. Mark all first class mail weighing over 13 ounces to be charged at the priority rate "PRIORITY MAIL," utilizing one of the **THREE USPS** approved priority stickers or tape. The use of **PRIORITY RUBBER STAMPS** or the **WRITTEN WORD "priority"** on the mail piece will not be recognized by the USPS and could cause the piece to be included in third or fourth class shipments. A "PRIORITY MAIL" sticker will be placed on both sides of large envelopes and on all four sides of boxes or large packages to ensure it is processed in accordance with the postage rate paid.
3. A "PRIORITY MAIL" sticker on any mail piece denotes a **MINIMUM** postage charge of \$3.20. For example, a one-page letter, folded and placed in a standard 4 1/2" x 9" envelope, costs \$.33 to mail. Placing the word "PRIORITY" on that envelope increases the postage charge to the minimum **PRIORITY** charge.
4. Mail received at the CMF with "PRIORITY" indicated and not meeting the weight requirements of over 13 ounces will be changed to **FIRST CLASS** and posted at the first class mail rate. The only exception to this will be in conjunction with the **SPECIALIZED PRIORITY MAIL ENVELOPE**, provided by the USPS, to enhance processing and reduce delivery time to the addressee. The envelope is easily recognizable by its size and bright red, white, and blue colors. Mail dispatched in this manner is delivered within 2 working days in 90-95 percent of all instances to major metropolitan areas within the continental United States.
5. Commands are authorized to use the **SPECIALIZED PRIORITY MAIL ENVELOPE** for items requiring expedited handling and delivery, but not requiring the guaranteed 24-hour delivery of overnight express mail.
6. Commands **WILL NOT** use the **SPECIALIZED PRIORITY MAIL ENVELOPE** for regular first class mail, or to consolidate multiple pieces of first class mail addressed to the same addressee.
7. The CMF will expedite handling of mail received from individual commands in the **SPECIALIZED PRIORITY MAIL ENVELOPE** by ensuring such mail is dispatched to the U.S. Post Office on the same day of receipt, if received prior to last normal dispatch time.
8. **SPECIALIZED PRIORITY MAIL ENVELOPES** may be obtained from the CMF, Building 40.

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CHAPTER VIII

OFFICIAL ADMINISTRATIVE MATERIAL/MAIL DISTRIBUTION

1. Large quantities of official material are received via consolidation from various worldwide geographical locations. This material is sorted into individual hold-outs for pickup by designated Mail Orderlies/Clerks of the specific commands.

2. All official material prepared for distribution through the inter-area distribution system or dispatch via the USPS will be prepared in accordance with Chapters VI and VII of this instruction, and delivered to the CMF by designated Mail Orderlies/Clerks. NOTE: ALL MATERIAL TO BE DISPATCHED VIA USPS MUST HAVE APPROPRIATE POSTAGE AFFIXED. Material not having the appropriate postage affixed will not be deposited in any USPS mail receptacle or delivered to a USPS Branch Office.

3. Consolidated Mail Facility personnel will not be required to receipt for official mail/material to be dispatched through the USPS or inter-area distribution system.

4. Pickup and Delivery

a. NAS Pensacola. Pickup and delivery of USPS mail, outgoing official mail, and inter-area mail at the U.S. Postal Service Branch Office and the CMF, Building 40, will be in accordance with the following schedule:

Monday through Friday	0900-0930	1400-1430
Holidays and weekends	Closed	

These times must be strictly adhered to for mail to receive same-day processing and to provide mail processing personnel adequate time to process mail/material and perform other required duties.

b. Saufley Field. Pickup and delivery of inter-area and outgoing official mail at Building 808 will be in accordance with the following schedule:

Monday through Friday	1000-1100
Holidays and weekends	Closed

c. Corry Field. Pickup and delivery of inter-area and outgoing official mail at Building 1090 will be in accordance with the following schedule:

Monday through Friday	1130
Holidays and weekends	Closed

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d. NAS WHITING FIELD. Pickup and delivery of inter-area and outgoing official mail at Building 1416 will be in accordance with the following schedule:

Monday through Friday	1100
Holidays and weekends	Closed

e. Naval Hospital. Pickup and delivery of inter-area and outgoing official mail at Building 2268 will be in accordance with the following schedule:

Monday through Friday	1145
Holidays and weekends	Closed

5. Large volume mailing of ordinary administrative mail and special mail service items (registered, certified, insured, etc.) WILL NOT be delivered to the CMF without prior coordination with and approval of CMF personnel. UNDER NO CIRCUMSTANCES will large volumes of ordinary and special mail service items be accepted by the CMF for same-day processing after 1100. Mail will not be accepted for processing after 1430 daily with the exception of required end-of-day mailings for which prior arrangements have been made.

6. All NAS Pensacola complex Mail Orderlies/Clerks will be required to wait for special service items to be processed for postage and take them to the post office for date validation.

7. The Consolidated Mail Facility will not accept logistics material, i.e., ADP equipment, audiovisual equipment, spare parts, etc., for dispatch as administrative mailing. Logistics material must be processed and dispatched through the NAS Pensacola Supply system.

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CHAPTER IX

OFFICIAL MATERIAL/MAIL SECURITY

1. Official material, regardless of the type envelope used or the fact it has postage affixed, must be considered as official business of the U.S. Government and handled appropriately. Security requirements must be in place to preserve the inviolability and prevent the depredation of all official material/mail distributed and received at the CMF, Building 40.

2. The following security requirements apply:

a. Official material/mail will be distributed to or received from properly designated orderlies/clerks ONLY (DD-285). Block 7 of the DD-285 must indicate ALL organizations/activities for which the orderly/clerk is authorized to pick up and deliver.

b. Processing areas restricted to authorized personnel only.

c. Processing areas will be secured during nonworking hours with accountable access only.

d. Accountable material/mail will be secured in accordance with appropriate directives until delivery or dispatch.

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CHAPTER X

OFFICIAL MAIL ADDRESSING

1. Incorrect and incomplete addresses are the greatest cause of delay or nondelivery of mail. All official material/mail to be dispatched through the U.S. Postal Service (USPS) shall be in accordance with the Department of Defense Official Mail Manual (DOD 4525.8M), Navy Official Mail Management Instruction (OPNAVINST 5218.7B), and A Guide to Business Mail Preparation (USPS Publication 25). Both return and delivery address will:

- a. Be formatted with a uniform (Blocked) left margin.
- b. Be typewritten or machine-printed in all capital letters.

HANDWRITTEN AND RUBBER STAMPED ADDRESSES ARE NOT AUTHORIZED. CUT AND PASTE/TAPE ADDRESSING IS NOT AUTHORIZED.

- c. Be limited to five lines and a maximum of 47 characters per line.
- d. Contain no punctuation, except for the hyphen in the ZIP + 4 code.
- e. Have no nonaddress information appearing below or to the right or left of the delivery address line (street address line). **NOTE: Those commands and activities that have approved logos must contact the CMF for proper placement of logo and provide a copy of approval letter.**
- f. Not be typed in italic, highly stylized, or script-like style.

EXAMPLE:	OFFICER IN CHARGE	- Always title of official in charge
	CODE ATTN NAME ETC	- Optional line for activity use
	PERSUPP DET	- Name of DOD activity
	421 SAUFLEY ST SUITE B	- Delivery address line
	PENSACOLA FL 32508-5202	- Last line.

2. Exceptions to the above requirements will be permitted in cases where the mailing label, envelope, or card was filled out by the addressee so that certain information could be mailed at a later date. Other exceptions will be considered on an individual basis. Exceptions must be requested prior to the preparation of the mailing instrument, not on the day of mailing.

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3. The originator's complete official mailing address will always be placed in the upper left-hand corner of the envelope or mailing label. All official mail will have the statement "OFFICIAL BUSINESS" typed or pre-printed directly below the last line of the return address. For Navy commands the statement "DEPARTMENT OF THE NAVY" should appear, but is not mandatory, directly above the first line of the return address.

DEPARTMENT OF THE (Include government component)

(SPACE FOR COMPLETE COMMAND OFFICIAL ADDRESS)

Official Business

4. The use of pre-addressed envelopes containing a return address other than a command serviced by the Consolidated Mail Facility will not be accepted for processing. A mailing label containing all required return address information of the command presenting the mail must be placed over the preprinted return address or a new envelope prepared.

5. In accordance with reference (d), official material/mail NOT having a return address cannot have appropriated fund postage affixed. All such material/mail will be opened and returned to originator. If originator cannot be determined, item will be held for 30 days and disposed of.

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CHAPTER XI

INTERNATIONAL MAIL

1. All official correspondence (letters and cards) may be sent as AIRMAIL. Package containing official matter may be sent as AIRMAIL if the URGENCY IN DELIVERY JUSTIFIES THE COSTLY AIRMAIL LETTER RATES.
2. Parcel post will be sent only as surface mail.
3. Special delivery may be used only for delivery in countries where specific delivery is the only reliable means of ensuring prompt delivery.
4. Consult the facility providing metering services for applicable postage, customs tags, special services, and restrictions before preparing for mailing.
5. Once the mail leaves U.S. Postal Service control and enters into the international mail stream, there is no guarantee when delivery will be accomplished or if it will be delivered.
6. Destination address
 - a. The name and address of addressee and sender must be prepared legibly with Roman letters and Arabic numbers.
 - b. Addresses in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters must bear an interline translation in English of the names of the post office and country of destination.
 - c. The bottom line of the address must show ONLY the country name in full and in capital letters (NO ABBREVIATIONS).

EXAMPLE:	MR THOMAS CLARK 117 RUSSELL DRIVE LONDON W1P 7HQ ENGLAND	MS C P APPLE APARTADO 3068 46807 PUERTO VALLARTA JALISCO MEXICO
----------	-------------------------------------------------------------------	--------------------------------------------------------------------------

EXCEPTION: Mail addressed to Canada may use either of the following formats when the postal delivery zone is included in the address.

EXAMPLE:	MRS. HELEN K SAUNDERS 1010 CLEAR STREET OTTAWA ON K1A 0B1 CANADA	MRS HELEN K SAUNDERS 1010 CLEAR STREET OTTAWA ON CANADA K1A 0B1
----------	---------------------------------------------------------------------------	--------------------------------------------------------------------------

NOTE: Mail addressed to foreign addresses cannot include domestic Business Reply Mail or Prepaid Reply Mail. As an example, you cannot include an RSVP card with domestic postage for a change of command. Any material entered into the foreign postal system for delivery in the USA must have the postage of that country.

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CHAPTER XI

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EXAMPLE: MR THOMAS CLARK MS C P APPLE
117 RUSSELL DRIVE APARTADO 3068
LONDON W1P 7HQ 46807 PUERTO VALLARTA JALISCO
ENGLAND MEXICO

EXCEPTION: Mail addressed to Canada may use either of the following formats when the postal delivery zone is included in the address.

EXAMPLE: MRS. HELEN K SAUNDERS MRS HELEN K SAUNDERS
1010 CLEAR STREET 1010 CLEAR STREET
OTTAWA ON K1A 0B1 OTTAWA ON CANADA
CANADA K1A 0B1

NOTE: Mail addressed to foreign addresses cannot include domestic Business Reply Mail or Prepaid Reply Mail. As an example, you cannot include an RSVP card with domestic postage for a change of command. Any material entered into the foreign postal system for delivery in the USA must have the postage of that country.

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d. Request for the item was not received in time to prepare shipment for arrival by the due date using regular mail service.

e. Overnight Express Service will not be used:

(1) To respond to directed actions or requests for information unless it is the only way to meet short suspense.

(2) For the purpose of correcting administrative oversights, such as late suspense's when adequate time existed.

(3) For FEDEX delivery to Post Office boxes or Post Office zip codes.

(4) To send to ships, squadrons, or deployable staffs/units whose official mailing address is an APO/FPO.

(5) For Saturday/Sunday delivery to government agencies.

f. Command Official Mail Managers (OMM's) and Alternate Official Mail Managers (AOMM's) (E-7/GS-7 or above only) must approve the use of all express mail per this instruction and Chapter 3, Section K, to reference (a). In the case of an emergency, the next senior person in the OMM's chain of command may sign the authorization for the OMM. The OMM's name should appear on the form, and the person signing should sign "for."

g. All OMM's and AOMM's will be appointed in writing and a copy of the OMM's and AOMM's designation letter will be forwarded to the CMF, Building 40, for filing. A new designation letter must be initiated upon any change in OMM's and AOMM's and forwarded to CMF for filing. Overnight Express Service authorizations signed by persons other than CO's/XO's and appointed OMM's/AOMM's will not be accepted for dispatch.

h. To initiate Overnight Express Service:

(1) The originating office will package and prepare for dispatch as would be done for regular mail, to include complete return and delivery address.

(2) The originating office will submit request for BOTH USPS and FEDEX shipments on NASP Form 5218/1, Figure XII-1, to their OMM/AOMM for approval.

(a) For FEDEX delivery to other government agencies/bases, ensure a complete delivery address is used, to include street, suite, and room or building number if known. Federal Express charges \$3 for each incorrectly or insufficiently addressed item.

(b) For USPS delivery complete USPS Label 11-b per example in Figure XII-2. In the Express Mail label's customer number block type the word "METERED". Immediately below the complete return address type the phrase "OFFICIAL BUSINESS".

(3) All OMM's/AOMM's will review the request, determine a valid requirement exists, sign and date as approving official, and forward original approved request along with the item to be dispatched to the CMF, Building 40, NOT LATER THAN 1400 on requested day of dispatch.

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(4) The CMF will not accept express service items:

(a) without an approved NASP Form 5218/1 signed by appointed activity OMM's/AOMM's.

(b) with a request date earlier than the current date.

(c) with a required delivery date more than 2 working days from the current date.

(d) for Saturday/Sunday delivery to another government agency.

NOTE: COMMERCIAL PHONE NUMBER, INCLUDING AREA CODE, FOR RECIPIENT IS A MANDATORY REQUIREMENT.

1. Commands requiring expedited transit and delivery of material which does not qualify for overnight express service should examine the use of Priority Mail. Packages up to 7.5 pounds may be shipped using USPS PRIORITY MAIL ENVELOPE. Use of this envelope provides 2-day delivery to addressees within the continental United States in 90-95 percent of all instances.

6. Express Mail Authorization, NASP Form 5218/1, Figure XII-1, is available from the Administration Department, Building 624. U.S. Postal Service PRIORITY MAIL ENVELOPE is available from the Consolidated Mail Facility, Building 40.

EXPRESS MAIL AUTHORIZATION**AUTHORIZATION TO USE OVERNIGHT EXPRESS MAIL**

REF:

(a) NASPNCLAINST 5218.1

**PACKAGE AND ADDRESS MATERIAL, COMPLETE FORM, AND DELIVER TO CMF, BUILDING 40,
NOT LATER THAN 1400 ON DAY OF SHIPMENT****THE ATTACHED ITEM(S) REQUIRE DELIVERY TO THE ADDRESSEE WITHIN 24 HOURS. THE FOLLOWING APPLIES:**

- ☐ MISSION FAILURE PROBABLE.
- ☐ SIGNIFICANT MONETARY PENALTY BY DOD COMPONENT WILL OCCUR.
- ☐ MISSING MOVEMENT/TRANSPORTATION WILL OCCUR.
- ☐ EXTREME ADVERSE EFFECTS TO OPERATIONS/PERSONNEL.
- ☐ COMPELLING CIRCUMSTANCES IN PREPARATION OCCURRED.
- ☐ REQUEST NOT RECEIVED IN TIME TO MEET DUE DATE.

SHIPPING INFORMATION

DATE REQUIRED AT DESTINATION	COMMERCIAL TELEPHONE NUMBER AT DESTINATION (MANDATORY)	DESCRIPTION OF SHIPMENT

RECIPIENT ADDRESS INFORMATION**DELIVERY ADDRESS: (MUST BE TYPEWRITTEN)**

FOR FRIDAY DISPATCH:

SATURDAY DELIVERY REQUIRED _____

**NOTE: SATURDAY DELIVERY TO GOVERNMENT
AGENCIES NOT AUTHORIZED**

REQUESTING COMMAND

I CERTIFY THAT I HAVE REVIEWED THIS REQUEST AND IT MEETS ALL CRITERIA FOR OVERNIGHT EXPRESS SERVICE CONTAINED IN REFERENCE (A)

APPROVING OMM/ROMM SIGNATURE	TYPED NAME	DATE
------------------------------	------------	------

THIS SECTION FOR MAILROOM PERSONNEL USE ONLY

EXPRESSTRACKING NUMBER	DATE
------------------------	------

RECIPIENT INFORMATION

SIGNED FOR BY	DELIVERED TO	TIME	DATE
---------------	--------------	------	------

EG58451297US

POSTAL USE ONLYMAILING COPY[illegible][illegible]

13. ☐ I am a member of the Federal Agency Acad. No. 08

Postnet Service Acct. No.	METERED		<input type="checkbox"/> WEEKEND <input type="checkbox"/> HOLIDAY		DATE	TIME	POSTNET OFFICE
FROM: (PLEASE PRINT)	PHONE (850) 452-4124		TO: (PLEASE PRINT)		PHONE (717) 790-5894		

Figure 1. The effect of the number of trials on the number of correct responses. The number of correct responses was significantly higher for the 10-trial condition than for the 5-trial condition. Error bars represent the standard error of the mean.

COMMANDING OFFICER	COMMANDER
--------------------	-----------

CODE 11120

NAVAL SUPPLY SYSTEMS COMMAND

NAS PENSACOLA
5450 CARLISLE PIKE
PO BOX 2050

190 RADFORD BLVD
PENSACOLA FL 32508-5217
MECHANICSBURG PA 17055-0791
PO BOX 2050

TEMSACOLA RD 24500-9447

OFFICIAL BUSINESS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

PLEASE PRESS HARD **YOU ARE MAKING 3 COPIES**

YOU ARE MAKING 3 COPIES

For Pickup or Tracking Call 1-800-222-1811



Figure XII-2

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CHAPTER XIII

REGISTERED MAIL

1. Registered mail is authorized for the transmission of the following items:

a. Classified documents as required by DOD 5200.1-R and DOD Component directives.

b. High value items that are one-of-a-kind, irreplaceable, sensitive, controlled, rare or pilferable, and items having a replacement cost in excess of \$20,000.

c. Service records, medical records, and records of courts-martial.

d. Criminal investigation evidence.

e. Cash, original vouchers (disbursing and collecting), and voided or canceled checks.

f. Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.

g. The following items with return receipts:

(1) Environmental samples.

(2) Notification of radiation exposure.

(3) Mailing former evidence to its owner.

(4) Mobilization preassignment orders to international addresses where this service is authorized.

(5) Mailable shipments of government-owned firearms.

h. Items required by law, regulation, or other government agency policies with which the Navy must comply. For those items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the CMF.

2. Registered mail is the most secure method of transmitting material. A continuous chain of receipts is maintained from originator to addressee. The security also increases transit times.

3. The cost of registered mail is based on the postage requirement for First Class mail plus a minimum \$6.00 registration fee for each item.

NOTE: PADDED BAGS/ENVELOPES ARE NOT AUTHORIZED AS A MAILING CONTAINER FOR REGISTERED MAIL.

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CHAPTER XIV

CERTIFIED MAIL

1. Certified mail is authorized for the transmission of the following items.
 - a. Letters to establishments being declared "off limits."
 - b. Adverse enlisted and officer efficiency reports and other similar actions.
 - c. Controlled test material.
 - d. Instructional material marked "For Faculty Use Only."
 - e. The following items with return receipt:
 - (1) Equal Employment Opportunity case material mailed to complainants and their representatives.
 - (2) Reduction-in-force notices sent to civilian employees on authorized absence.
 - (3) Final decisions of a contracting officer issued under the dispute clause of a Government contract.
 - (4) Show cause or cure notices issued under the default clause of a Government contract.
 - (5) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.
 - (6) Debarment letters.
 - (7) Delayed entry packets.
 - (8) Summonses and subpoenas.
 - (9) Adverse personnel actions for military and civilian personnel.
 - (10) Illegally held identification cards.
 - (11) Traffic or driving violations.
 - (12) Letters of revocation or suspension of installation driving privileges.
 - (13) Dishonored checks (not applicable to nonappropriated fund instrumentality's).
 - (14) Questionnaires to injured persons.
 - (15) The following legal matters.

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- (a) Records of trial for all Special and General courts-martial.
 - (b) Decisions of the courts of military review.
 - (c) Officer elimination cases.
 - (d) Any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.
 - f. Other communications and parcels that by law, DOD directive, or DOD component directive must be certified.
 - g. Items specifically authorized by CNO or Commanding Officer, NAS Pensacola. For those items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the CME.
2. Certified mail provides for a record of receipt by the Post Office when delivered to the addressee. No continuous chain of receipts is maintained for certified mail. Certified mail is handled the same as First Class or Priority mail while in the postal distribution system.

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CHAPTER XV

INSURED MAIL AND CERTIFICATE OF MAILING

1. Under the Government Losses in Shipment Act (Title 40, USC Section 726), federal agencies are prohibited from insuring articles for the purpose of obtaining indemnity. The Navy will not be reimbursed for the loss or damage to items sent through the U.S. Postal Service.
2. Insured mail is authorized for the transmission of the following items:
 - a. Motion pictures sent from or to the Navy Motion Picture Exchange.
 - b. Items of value being returned to commercial activities.
 - c. To return borrowed library and similar items when required by a non-DOD lender.
 - d. For accountability reasons, when proof of delivery is required for valuable administrative or logistical equipment, or supplies and printed matter, insured mail is a viable option. Even though the Navy will not be reimbursed for damaged or lost articles sent through the postal system, insured mail does have a use. The cost to forward large packages via Fourth Class insured is far less than First Class mail certified. The same proof of delivery is provided by both means.
3. No other special postal service will be used in conjunction with insured mail. Mail being sent registered or certified will not be insured.
4. Certificate of mailing is authorized for Commissary Store mailings of vendor coupons to the clearing house.

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CHAPTER XVI

RETURN RECEIPTS

1. United States Postal Service Return Receipts may be used only:

a. When proof of delivery of official mail to a nongovernment address is required. If proof of delivery to another government agency is required, an internal receipt form (OPNAV 5511/10 Record of Receipt) will be used and addressee shall be instructed to acknowledge receipt of the mailing by completing the form and returning it immediately.

b. On specific items authorized to use return receipts:

(1) Registered mail, see Chapter XIII.

(2) Certified mail, see Chapter XIV.

c. When required by law, regulation, or policies of another government agency with which the Navy must comply.

d. For items specifically authorized by CNO or Commanding Officer, NAS Pensacola. For items not specifically authorized by this instruction, activities are required to provide a copy of the law or specific authorization to the CMF.

2. Return Receipts will be prepared by the originator. All information will be TYPED not handwritten or rubber stamped. The return address will be the command's COMPLETE MAILING ADDRESS, including ZIP + 4.

3. Return Receipts are not reliable as proof of delivery. Return Receipts are signed at the Post Office point of delivery at the same time a signature is obtained for the registered/certified item. Return Receipts can become detached from the item prior to delivery or lost in the mail while being returned to the originator.

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CHAPTER XVII

BUSINESS REPLY AND PREPAID REPLY MAIL

1. Business Reply and Prepaid Reply Mail are methods used to provide prepaid postage to an activity or individual when the return of requested information is desired. The use of Business Reply and Prepaid Reply Mail is restricted to the following:

a. To be used only when a reply is requested on official business from an activity or individual outside the U.S. Government who is not required by law to reply and when the receipt of the reply is in the best interest of the U.S. Government.

b. Not to be used to receive responses from DOD activities or personnel except retired personnel or reservists not assigned to a unit. All DOD activities can return these items at their own expense, saving the U.S. Government the applicable accounting fee.

c. Business Reply and Prepaid Mail may not be sent as an enclosure to an address in a foreign country.

2. In keeping with the Department of the Navy policy on conserving postal costs, Commanding Officer, NAS Pensacola, has established a commercial BRM Permit Number 523. This permit may be activated by any activity serviced by NAS Pensacola Consolidated Mail Facility (CMF) with a BRM requirement approved by the Postal Operations Manager, NAS Pensacola (Code 11120). Postal regulations require that BRM be delivered to the address of the permit holder. Therefore, the delivery address on all BRM will include the street address of the Commanding Officer, NAS Pensacola (see Figure XVII-1).

3. The U.S. Postal Service (USPS) has strict requirements for preparing BRM and Prepaid Reply Mail. See Figure XVII-1 for examples of formatting, content, and barcoding of BRM and Prepaid Reply Mail. The USPS MUST APPROVE business reply prior to their use. Use of unapproved Business Reply can result in cancellation of a Business Reply Mail permit and nondelivery of the mail pieces. Reference (e) refers.

4. All commands and activities serviced by the (CMF) will coordinate their Business Reply and Prepaid Mail requirements with the Regional Command Postal Operations Manager for approval, (Code 11120) Building 40. Forward a sample envelope or postcard of the required prepaid instrument to the CMF, NAS Pensacola (Code 11120), for approval and barcoding, a sample envelope or postcard of the required prepaid instrument. Failure to get approval may result in the printed instrument being rejected by the U.S. Postal Service and additional reprinting expenses.

a. BUSINESS REPLY MAIL. Present the printing request and your approved sample along with any required barcode information to the Defense Automated Printing Service Office (DAPSO), Building 461, for printing. When the printed instrument is received from DAPSO, the using activity will submit four random samples of the instrument to the Postal Operations Manager, CMF, Building 40, who will present them to the serving U.S. Postal Service (USPS) for approval.

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Upon receipt of USPS approval/disapproval, the using activity will be so notified. UNDER NO CIRCUMSTANCE WILL THE PRINTED INSTRUMENT BE USED WITHOUT U.S. POSTAL SERVICE APPROVAL.

b. PREPAID REPLY MAIL. Prepaid Reply Mail will be used for change of command ceremonies, retirement ceremonies, air shows, etc.

(1) Forward a sample envelope or postcard of the required prepaid instrument to the CMF, NAS Pensacola (Code 11120) for approval of content and format. Failure to get approval may result in the printed material being rejected by the CMF and incur additional reprinting expenses. Present the approved material and your printing request to DAPSO, Building 461, for printing.

(2) When the printed instrument is received from DAPSO, deliver only enough instruments for the initial mailout to the CMF, Building 40, for preposting prior to inserting in envelope for mailing. Any additional requirements for the same event will be done on an AS NEEDED BASIS. This method will eliminate premetering more than the required amount and wasting postage dollars. Mailers addressed to commands in the local area will contain unmetered RSVP cards for delivery and return through the local interarea delivery system without payment of postage.

5. Only CMF personnel will sort returned Business Reply Mail, calculate postal charges, apply charges to user accounts, and deliver to designated holdouts for command/activity pickup.

DEPARTMENT OF THE NAVY

DIRECTOR
DPSDO
260 HOVEY RD
PENSACOLA FL 32508-1048

OFFICIAL BUSINESS



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 523 PENSACOLA, FL

POSTAGE WILL BE PAID BY ADDRESSEE

DEFENSE PRINTING SERVICE DET OFFICE
NAVAL AIR STATION
190 RADFORD BLVD
PENSACOLA FL 32508-9960



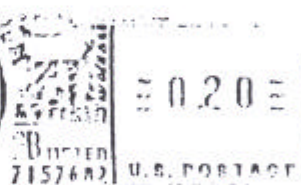
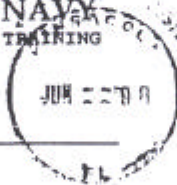
BUSINESS REPLY MAIL

DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
CNET

250 DALLAS ST
PENSACOLA FL 32508-5220

OFFICIAL BUSINESS



NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN
PREPAID BY ADDRESSEE

CHIEF OF NAVAL EDUCATION AND TRAINING
CODE OTE1
250 DALLAS ST
PENSACOLA FL 32508-5220

PREPAID POSTAGE

Enclosure (1)

FIGURE XVII-1

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CHAPTER XVIII

COST REDUCTION TIPS

- 1 Ask the following about all mailings:
 - a. What will happen if the item is not mailed?
 - b. What will happen if the item is mailed less frequently?
 - c. Is it essential that all the addressees receive the item?
 - d. Can some other less expensive means of transporting the message or item be used? (For example: telephone call, electronic data transfer, the Internet or Web, freight, small parcel carrier.)
 - e. Can it be combined or transported with something else?
 - f. Is it being mailed at the lowest postal rate legally possible that meets the required delivery date and security requirements.
 - g. Can postage costs be reduced by reducing weight or size? Consider microform or CD-ROM alternatives for mailing publications and other items. Reduce weight by printing on both sides of paper, selecting the lightest weight paper, and using all available printing space.
 - h. Can postage costs be reduced by changing preparation methods?
2. Other cost saving measures:
 - a. Use standard, letter-size envelopes whenever possible to minimize postage surcharges for size and weight and faster delivery. Use large envelopes only when material may be damaged by folding or the volume is too great for letter-size envelopes.
 - b. Limit use of merchandise return, business reply mail, and special services such as registered, certified, and insured.
 - c. Limit use of Express Mail.
 - d. Prepare items so they qualify for postage discounts when economically feasible.
 - e. Use post cards whenever possible. The postage on a post card is significantly less than a letter.
 - f. Annually review recurring mailings for continued necessity.
 - g. Update mailing lists as changes occur.
 - h. Consolidate mailing to common addresses.
 - i. Require adequate printing lead time to allow economical mail service.

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j. Ensure contracts for printing and distribution contain specifications for using the most economical mailing services consistent with the priority of the case.

k. Use computer output formats that make maximum use of available print space to reduce the weight of mailings.

l. Use FAX instead of mail for documents three pages in length or less. Mail documents addressed to multiple addressees when the labor to fax them is greater than preparing them for mailing. Mail copies of documents that are faxed only when an original signature is required for legal reasons.